



## DEVELOPMENT SERVICES DEPARTMENT

Administration (954-797-1101)

Planning & Zoning (954-797-1103)

Building & Occupational Licensing (954-797-1111)

Code Enforcement (954-797-1121)

Engineering (954-797-1133)

**TOWN OF DAVIE**

6591 ORANGE DRIVE, DAVIE, FLORIDA 33314-3399

(954) 797-1000

### **RESIDENTIAL ALTERATION** **CHECKLIST**

#### **Required    Submitted**

_____	_____	PROPERTY TAX FOLIO NUMBER (On Tax Notice or Receipt)
_____	_____	PROOF OF OWNERSHIP (Deed or Current Tax Bill)
_____	_____	IF SUITE/LAND IS LEASED: Owner or Managing Agent must provide notarized letter approving the proposed improvement(s).
_____	_____	2 SEALED SURVEYS (Original) Not older than 2 years. (For exterior alterations only).
_____	_____	PLOT PLAN (Showing all intended setbacks from property lines and other existing structures) If applicable, Sealed plans if designed by an Architect or Engineer.
_____	_____	ENERGY CALCULATIONS & ENERGY GUIDE FORM If applicable Sealed if supplied by Architect or Engineer)
_____	_____	STRUCTURAL PLANS (2 complete sets, sealed by Architect / Struct Engineer)
_____	_____	See attached for more details FOR STRUCTURAL PLANS
_____	_____	ELECTRICAL PLANS (2 Complete sets sealed by Architect /Struct Engineer) - if applicable)
_____	_____	PLUMBING PLANS (2 Complete sets sealed by Architect /Struct Engineer) - if applicable)
_____	_____	MECHANICAL PLANS (2 Complete sets sealed by Architect /Struct Engineer) - if applicable)
_____	_____	BROWARD COUNTY DEPARTMENT OF NATURAL RESOURCE PROTECT APPROVAL (Stamped on each set of plans *bring in all forms they return)
_____	_____	COMPLETED BUILDING PERMIT APPLICATION - Please note Plbg, Elect, Mech, Swim Pool are separate applications.
_____	_____	NOTARIZED SIGNATURE ON APPLICATION
_____	_____	CONTRACTORS - A copy of all applicable licenses (Competency & Occupational) and original insurance certificates for Workman's Comp and General Liability
_____	_____	Application fee of \$30.00 due at the time of permit submittal.